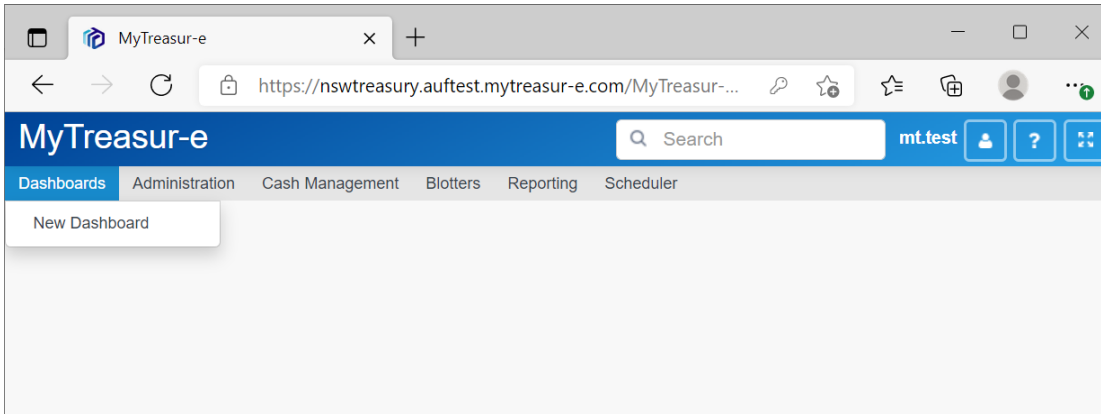


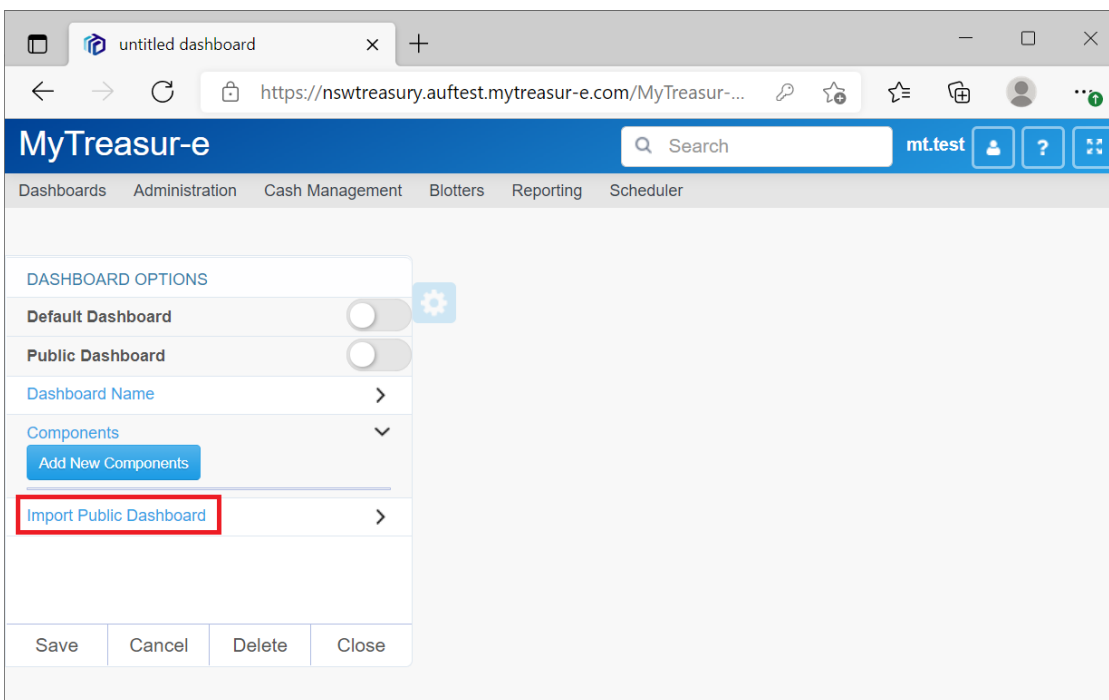
ADVANCED FEATURES	
<b>Module:</b>	Dashboards
<b>Audience:</b>	All users
<b>System:</b>	Dashboards → New Dashboard
<b>System Process:</b>	<ul style="list-style-type: none"> <li>• Dashboards are an efficient way of seeing multiple reports on the one screen. To show data, dashboards reference pre-built reports, and each dashboard can be customised to display the data on screen.</li> <li>• Dashboards are unique for each user and need to be configured. There is no limit to the number of dashboards each user can have, nor is there any limit on the number of reports within a dashboard.</li> <li>• Dashboards can either be created by importing a pre-configured public dashboard, or by constructing a dashboard from scratch by referencing pre-built reports. Note only the Cash Optimisation team can make dashboards publicly available.</li> <li>• Similar to reports, the outputs displayed in dashboards will only show users the data where they have configured access rights.</li> </ul>
<b>Scenario:</b>	<ul style="list-style-type: none"> <li>• A default configured dashboard will be shown on screen each time a user logs into the system. All remaining dashboards can be accessed at anytime from the <b>Dashboards</b> menu based on their configured name.</li> <li>• <b>RECOMMENDED BROWSER: CHROME or MICROSOFT EDGE</b></li> </ul>

## Step 1: Importing a pre-configured Public Dashboard

a) Navigate to Dashboards —> New Dashboard

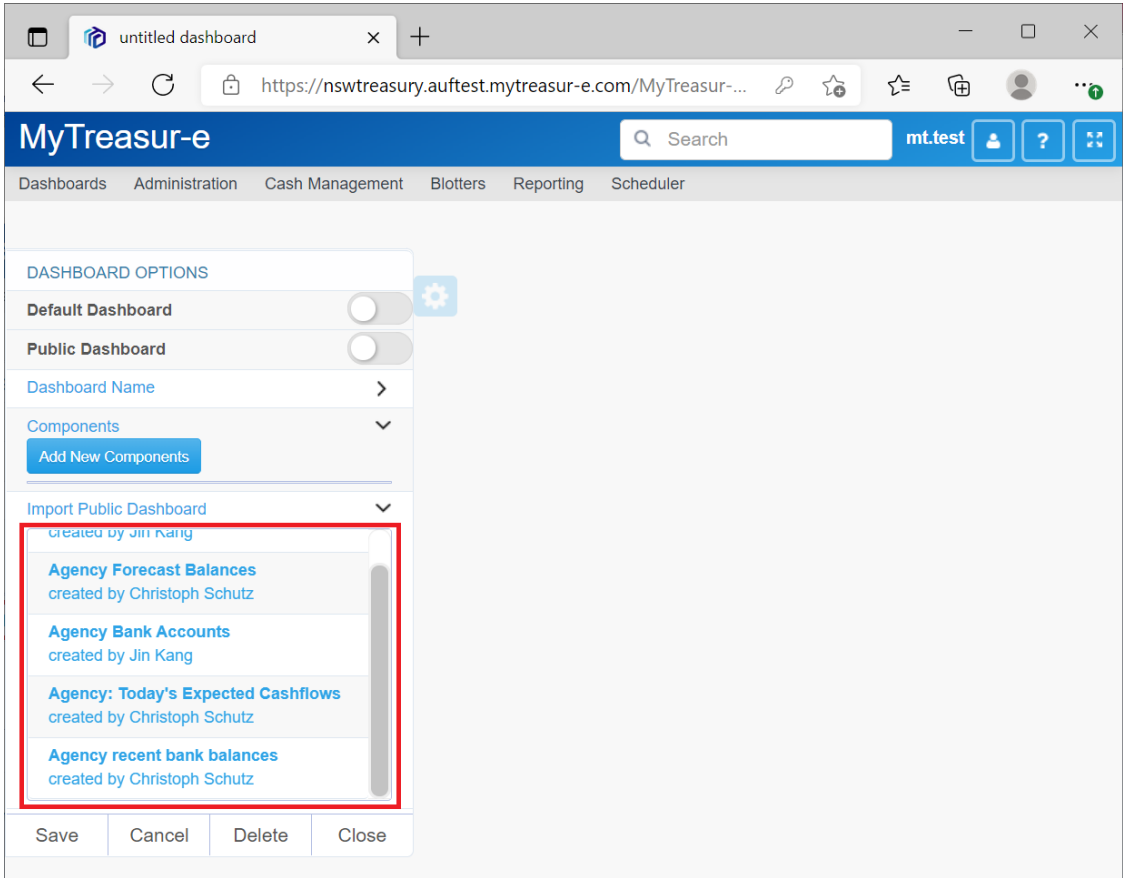


b) A blank dashboard will be created, and the dashboard options menu will display on the left hand side of the screen. Click on **Import Public Dashboard**.



## Cash Forecasting Solution

- c) A list of publicly available pre-configured dashboards will be shown. Click on one of them to load the dashboard configuration on screen.



The screenshot shows a web browser window with the URL `https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-...`. The application header includes the MyTreasur-e logo, a search bar, and the user `mt.test`. The main navigation menu contains: Dashboards, Administration, Cash Management, Blotters, Reporting, and Scheduler.

The 'DASHBOARD OPTIONS' panel is open, showing the following settings:

- Default Dashboard:  (with a gear icon)
- Public Dashboard:
- Dashboard Name: >
- Components:  (with a dropdown arrow)
- Buttons: Add New Components
- Import Public Dashboard:  (with a dropdown arrow)

The 'Import Public Dashboard' dropdown menu is expanded, showing a list of pre-configured dashboards. The first item, 'Agency Forecast Balances' (created by Christoph Schutz), is highlighted with a red box. Other items include 'Agency Bank Accounts' (created by Jin Kang), 'Agency: Today's Expected Cashflows' (created by Christoph Schutz), and 'Agency recent bank balances' (created by Christoph Schutz).

At the bottom of the dialog, there are four buttons: Save, Cancel, Delete, and Close.

d) The dashboard details will load on screen. Hit **Save (1)** to keep the dashboard in your list and then **Close (2)** to remove the options panel.

	29-11-2021	30-11-2021	01-12-2021	02-12-2021	03-12-2021
ication	750,398,259	749,398,259	1,496,050,259	1,494,050,259	1,492,050,259
ication	-1,000,000	746,652,000	-2,000,000	50,800,000	50,800,000
ication	749,398,259	1,496,050,259	1,494,050,259	1,544,850,259	1,542,850,259
ication	601,765,506	582,065,506	562,965,506	549,165,506	535,365,506
ication	-19,700,000	-19,100,000	-13,800,000	-162,900,000	-162,900,000
ication	582,065,506	562,965,506	549,165,506	386,265,506	386,265,506
Standards Author...	443,638	443,638	515,181	515,181	515,181
Standards Authority	0	71,542	0	0	0

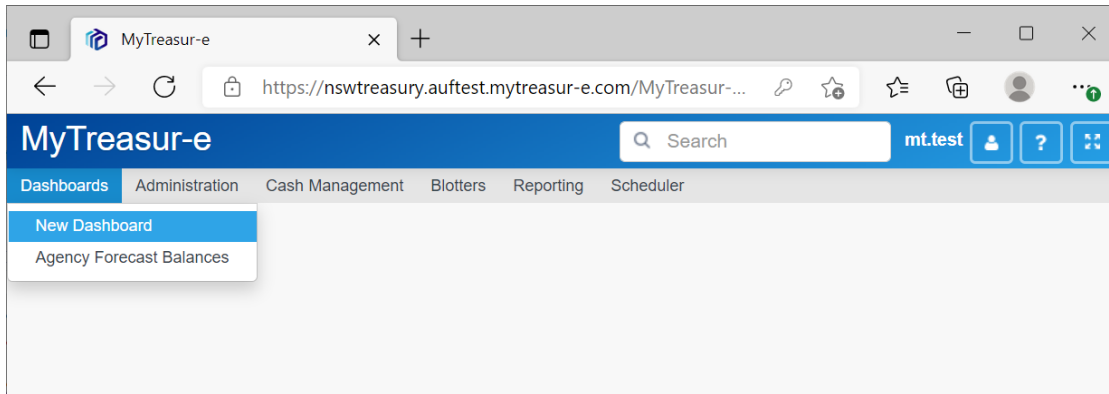


- The dashboard can now be referenced in the **Dashboards** menu dropdown each time you would like to see the data. Note it will have the same name as the publicly available dashboard that was imported.

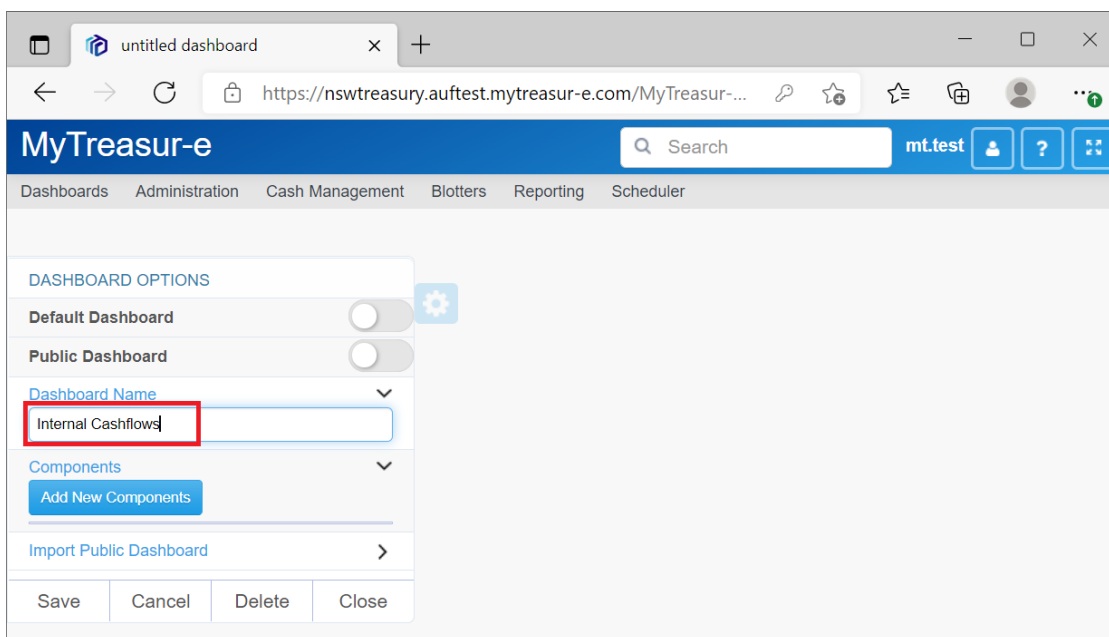
# Cash Forecasting Solution

## Step 2: Creating a new dashboard from scratch

a) Navigate to Dashboards → New Dashboard

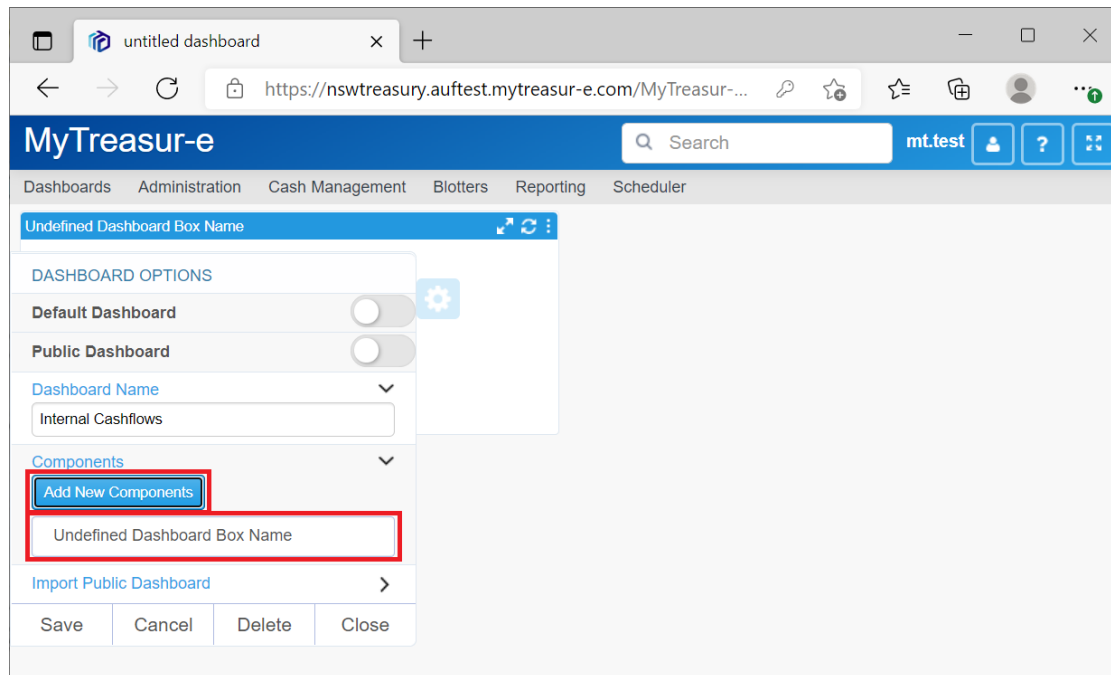


b) A blank dashboard will be created, and the Dashboard Options panel will display on the left-hand side of the screen. Click on **Dashboard Name** and enter a name for your new dashboard.

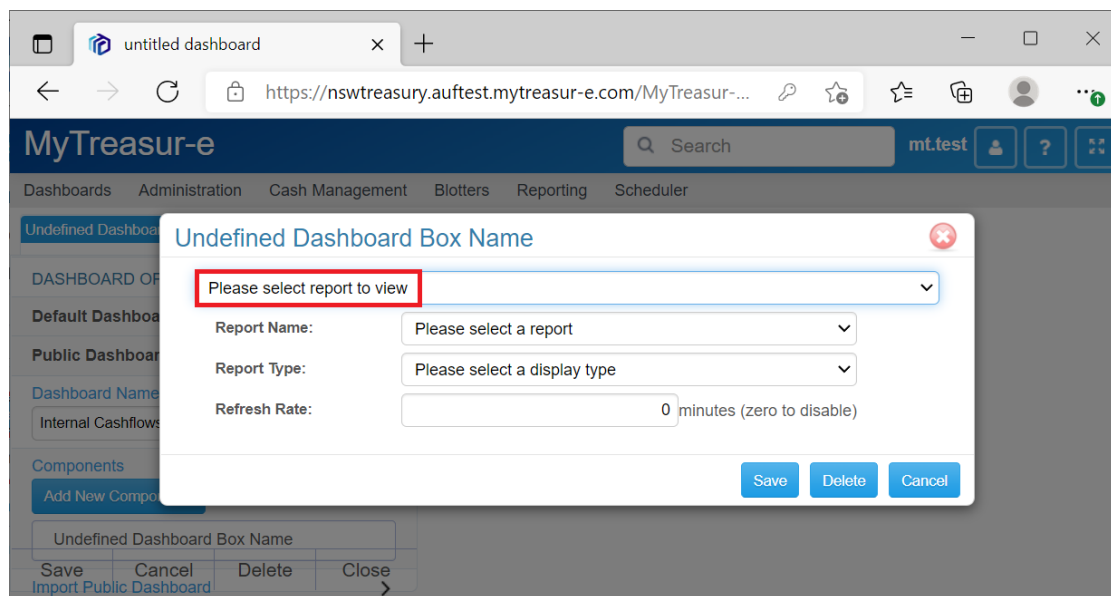


## Cash Forecasting Solution

c) Click on **Add New Components** and then click on **Undefined Dashboard Box Name**.

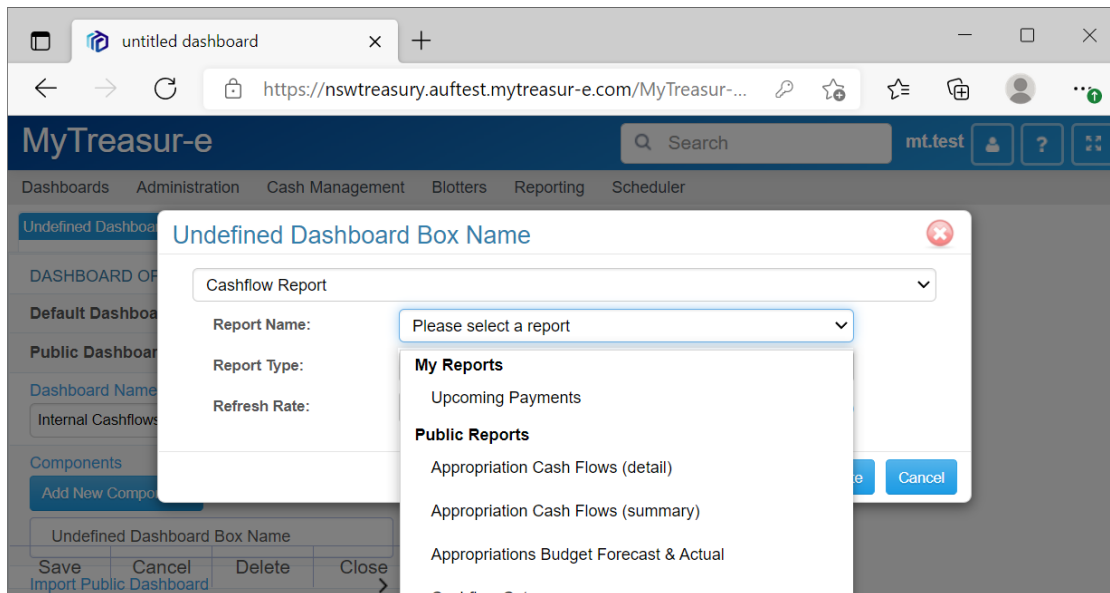


d) The Dashboard Box configuration pop-up screen will show. Select the data source of the report you would like to display using the **Please select report to view** dropdown.

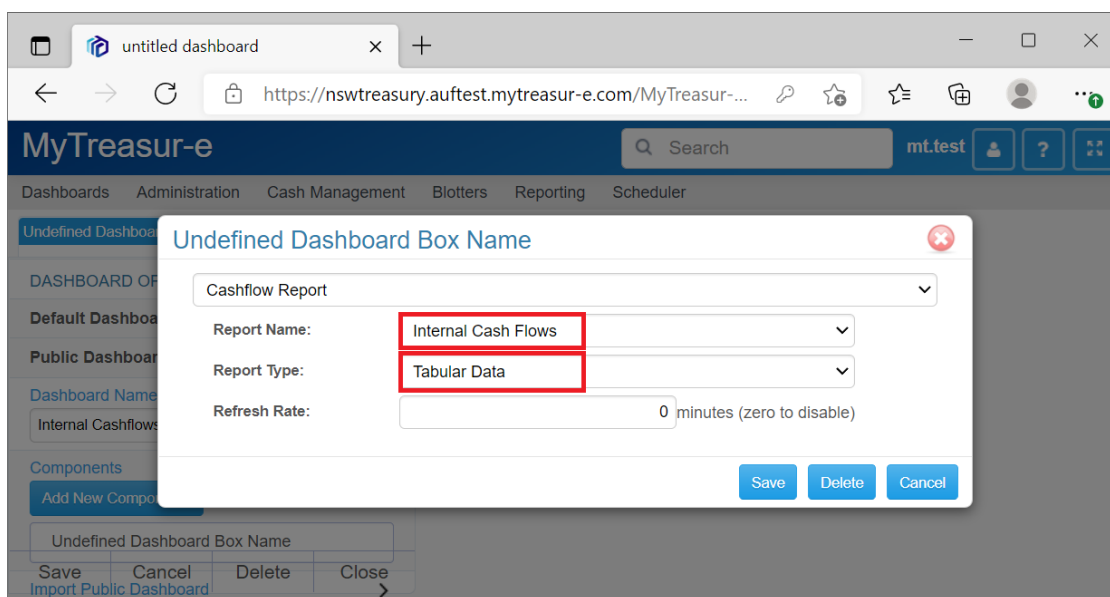


## Cash Forecasting Solution

- e) After selecting the data source of the report, the Report Name dropdown will show all available reports for that type of report, including both public (Reports created by the Cash Optimisation team) and private reports (Reports created by you).



- f) Select the report you want to show in the dashboard and then select the **Report Type**.

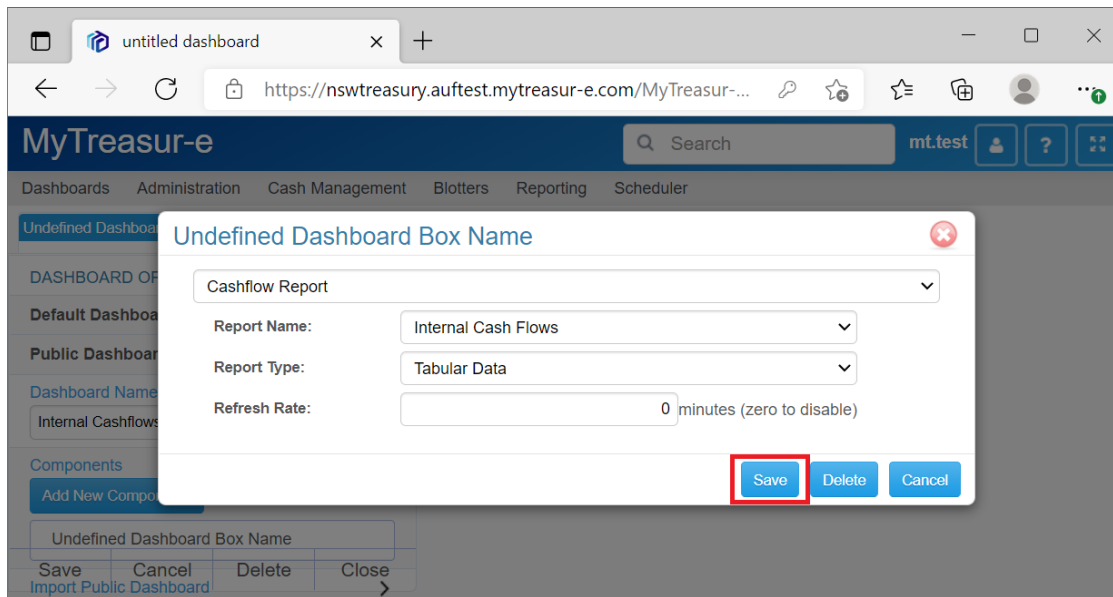


- Note, if the report you want to display isn't available you will need to create the report first under the **Reporting** menu.

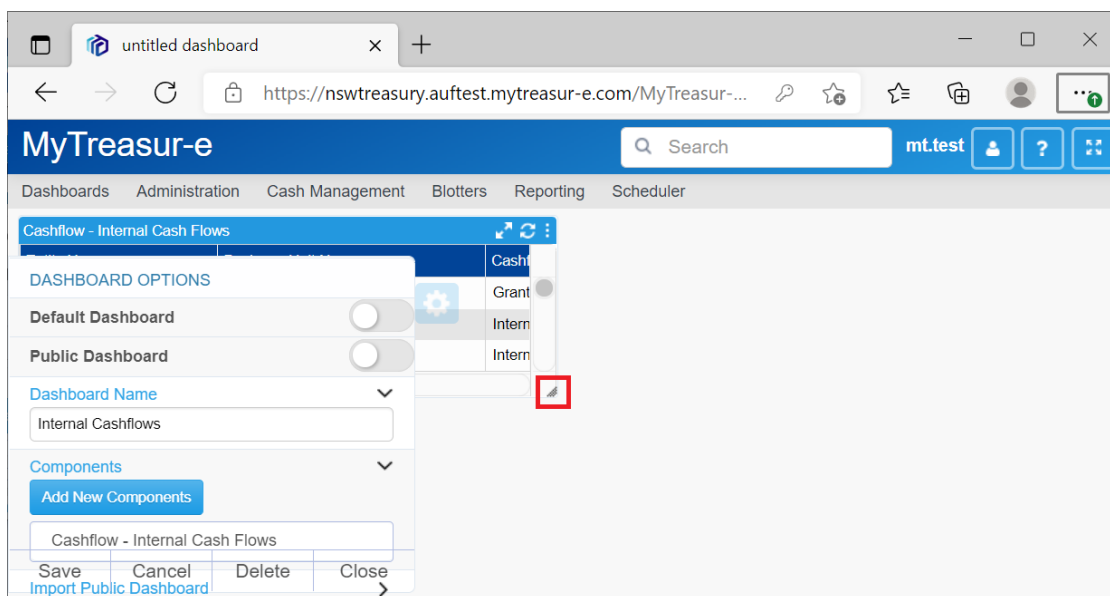


## Cash Forecasting Solution

g) Hit **Save** to save your settings and close the pop-up screen.



h) The report data will be displayed in a box on the dashboard screen. Click and drag the bottom right-hand side of the box to resize the output display. You can also change the default position of the display box by clicking and dragging the box's blue header.



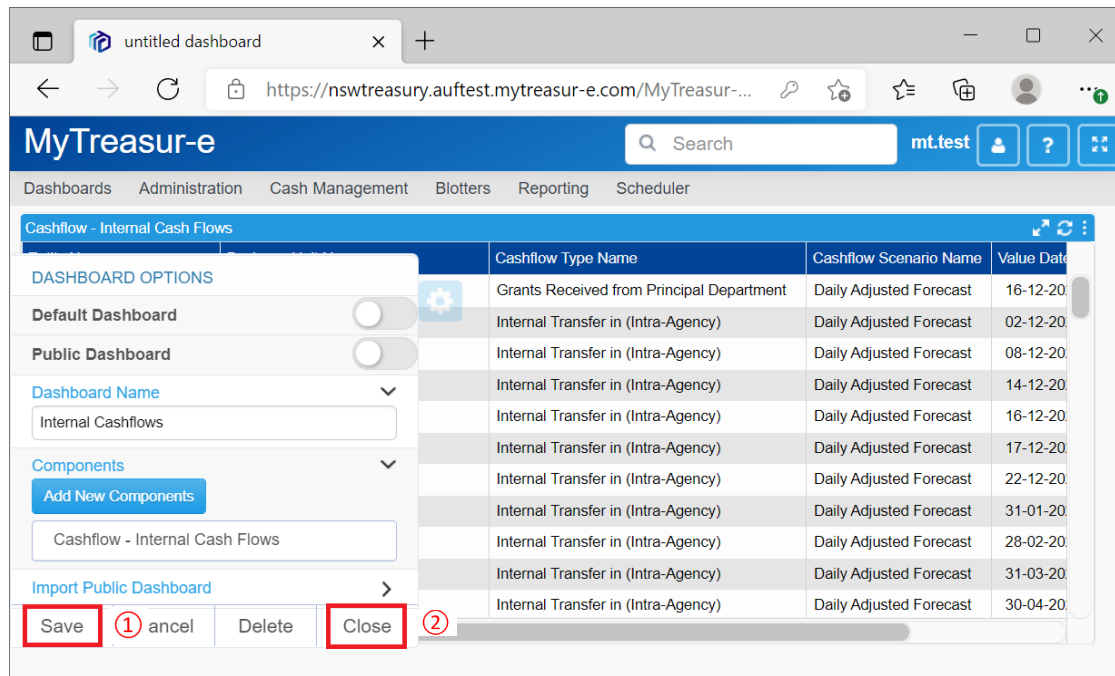
- To add additional display boxes and reports to your dashboard, repeat steps **Step 3c – Step 3h** as many times as you like.





## Cash Forecasting Solution

- i) Once you are happy with the data and layout of your dashboard, click **Save (1)** and then **Close (2)** on the Dashboard Options panel. Your dashboard will now be available from the **Dashboards** menu dropdown.



The screenshot shows the 'Dashboard Options' panel for 'Cashflow - Internal Cash Flows'. The panel includes the following sections:

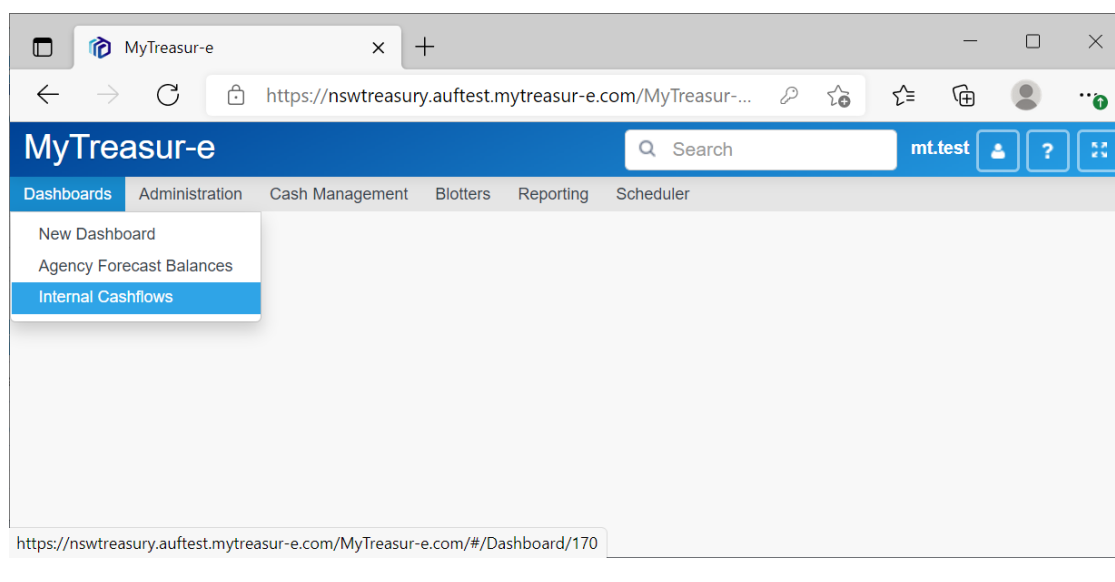
- DASHBOARD OPTIONS**
  - Default Dashboard:
  - Public Dashboard:
  - Dashboard Name: Internal Cashflows
  - Components: Add New Components, Cashflow - Internal Cash Flows
  - Import Public Dashboard: >
- Buttons: Save (1), Cancel, Delete, Close (2)

The background shows a table of cashflow data:

Cashflow Type Name	Cashflow Scenario Name	Value Date
Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-01-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	28-02-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-03-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	30-04-20

### Step 3: Editing an existing dashboard

- a) Select the dashboard you wish to edit by clicking on the name from the **Dashboard** menu dropdown.



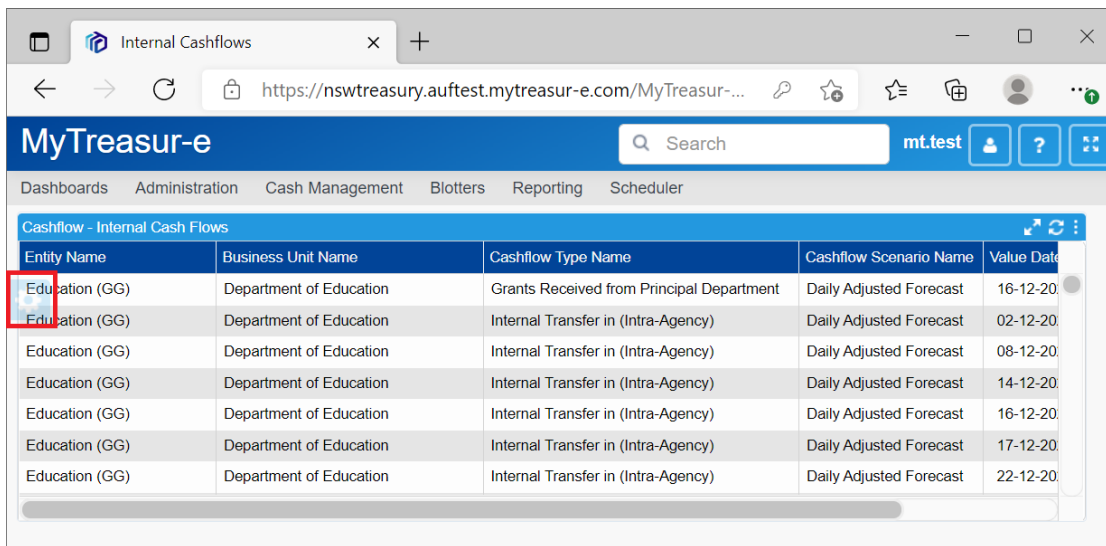
The screenshot shows the 'Dashboards' menu dropdown with the following options:

- New Dashboard
- Agency Forecast Balances
- Internal Cashflows (highlighted)

The URL bar shows: <https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-e.com/#/Dashboard/170>

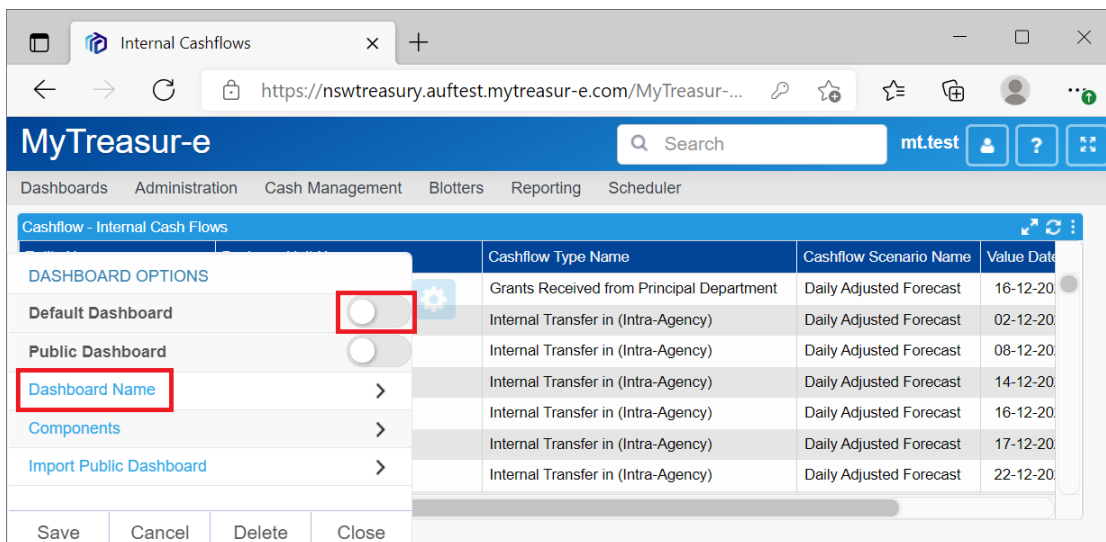
## Cash Forecasting Solution

- b) Once the dashboard has loaded on the screen, you will notice a see-through **Settings cog** on the left-hand side of the screen. Click on the cog to bring up the Dashboard Options panel.



Entity Name	Business Unit Name	Cashflow Type Name	Cashflow Scenario Name	Value Date
Education (GG)	Department of Education	Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20

- c) On the Dashboard Options panel, you can set the dashboard to default or change the name of the Dashboard.



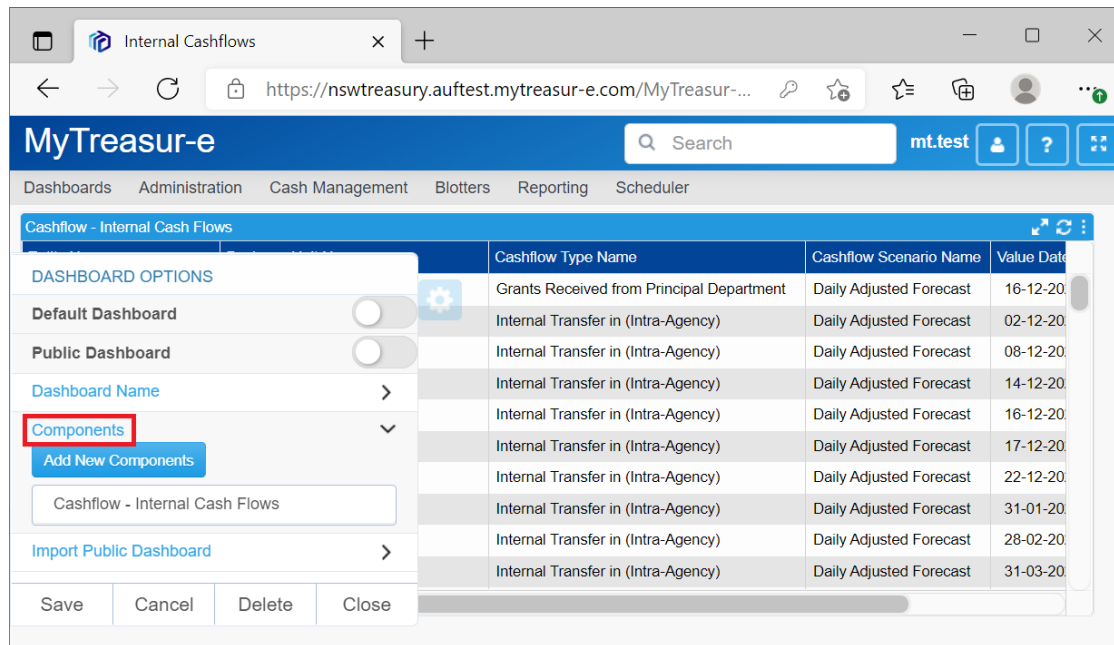
Entity Name	Business Unit Name	Cashflow Type Name	Cashflow Scenario Name	Value Date
<b>DASHBOARD OPTIONS</b>				
Default Dashboard		Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Public Dashboard		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Dashboard Name		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Components		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Import Public Dashboard		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
		Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20

- Note only one dashboard can be set as your default, so if you turn it on for this dashboard, the system will turn this setting off for any other dashboard that has this turned on.



## Cash Forecasting Solution

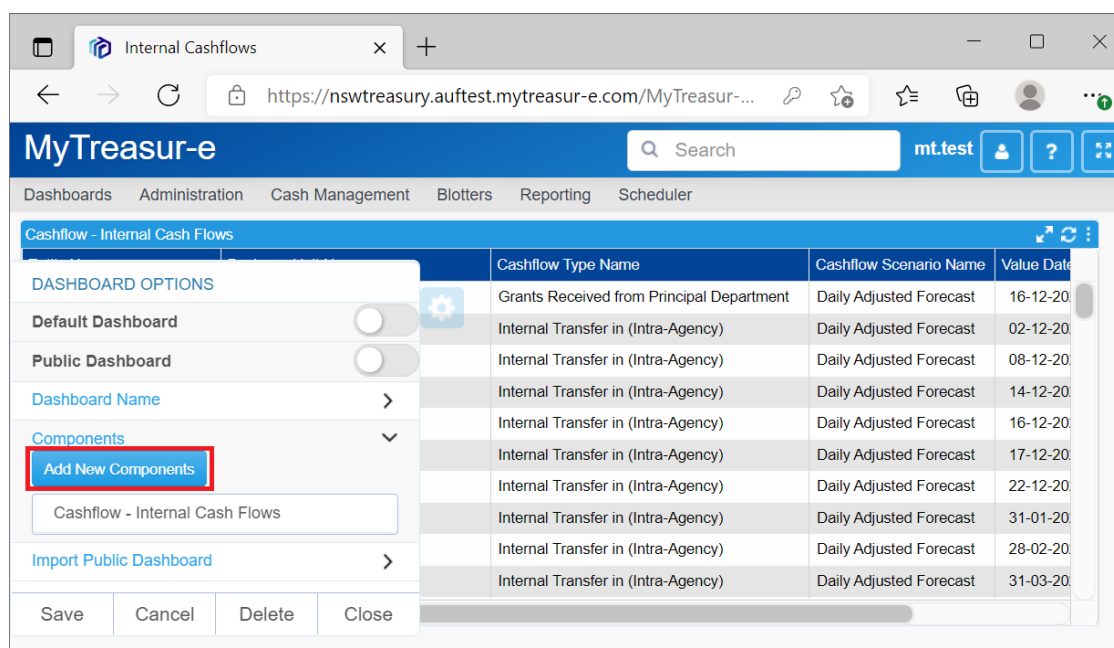
- d) Additionally, you can either add or edit the display boxes within the dashboard. To do this, first click on **Components** to expand the Components section. The system will list the display boxes currently shown in the dashboard.



The screenshot shows the MyTreasur-e interface with the 'DASHBOARD OPTIONS' pop-up open. The 'Components' section is expanded and highlighted with a red box. Below it, the 'Add New Components' button is visible. The background shows a table of cashflow data.

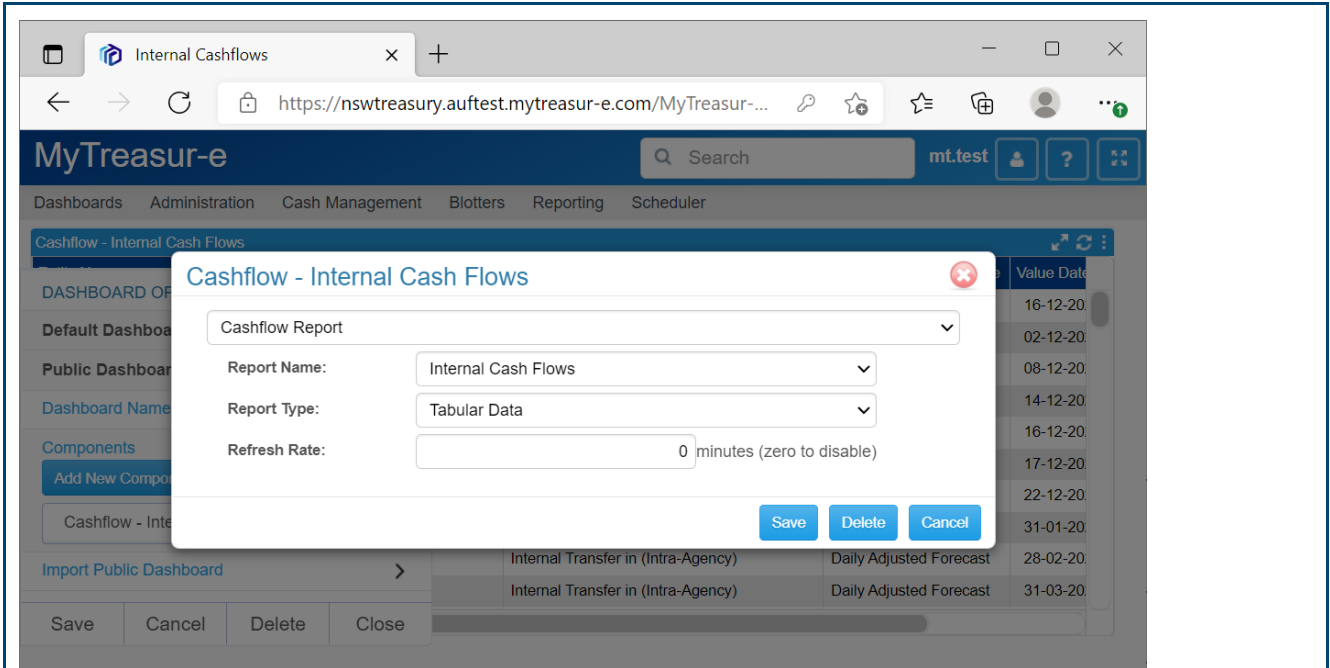
Cashflow Type Name	Cashflow Scenario Name	Value Date
Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-01-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	28-02-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-03-20

- e) To add an additional display box to the dashboard, click on **Add New Components** and then follow Step 2c – Step 2h above to configure the output.

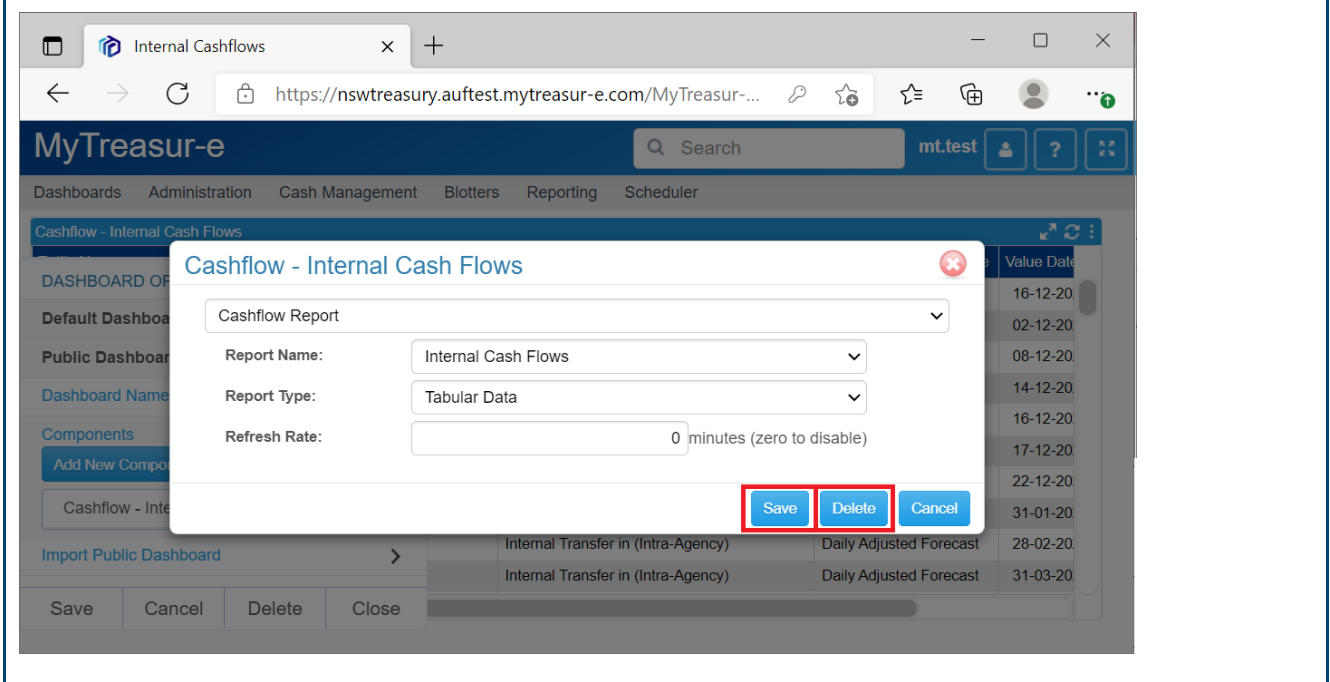


The screenshot shows the MyTreasur-e interface with the 'DASHBOARD OPTIONS' pop-up open. The 'Add New Components' button is highlighted with a red box. The background shows the same table of cashflow data as in the previous screenshot.

- f) To edit an existing display box, click on the listed name of the display box to show the configuration pop-up screen.

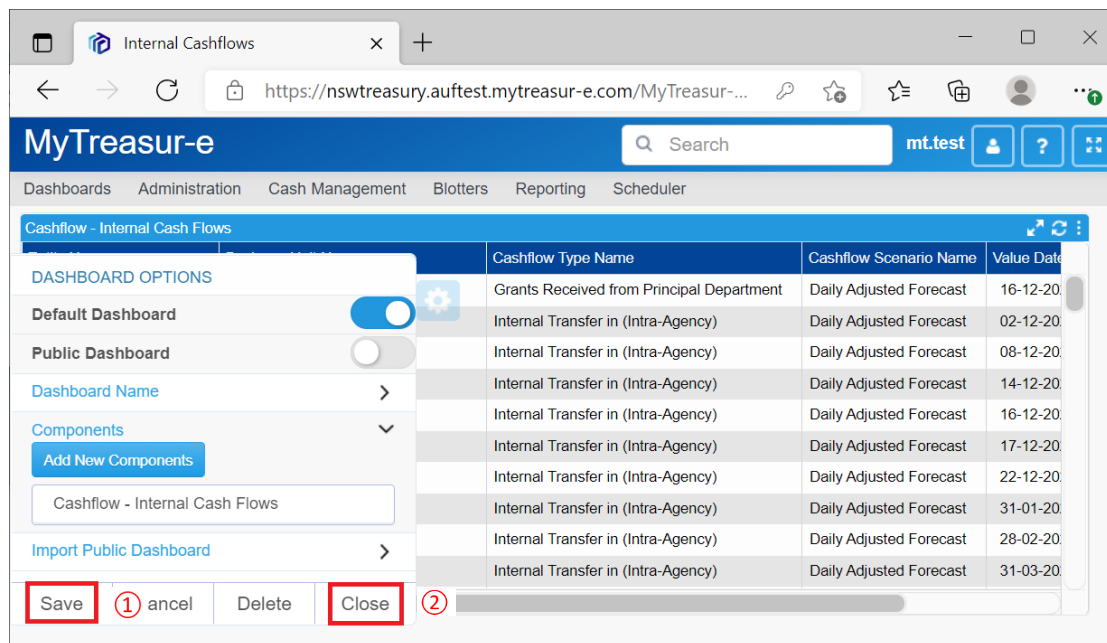


- g) Edit the details as required such as the Report Name or Report Type and then hit **Save** to close the pop-up screen and return to the dashboard. Note you can also delete display boxes here by selecting the **Delete** button.



## Cash Forecasting Solution

- h) Back on the dashboard screen, you can also change the dashboard layout by moving and resizing the display boxes.
- i) Once you are happy with your dashboard, select **Save (1)** and then **Close (2)** on the Dashboard Options panel to keep your changes.

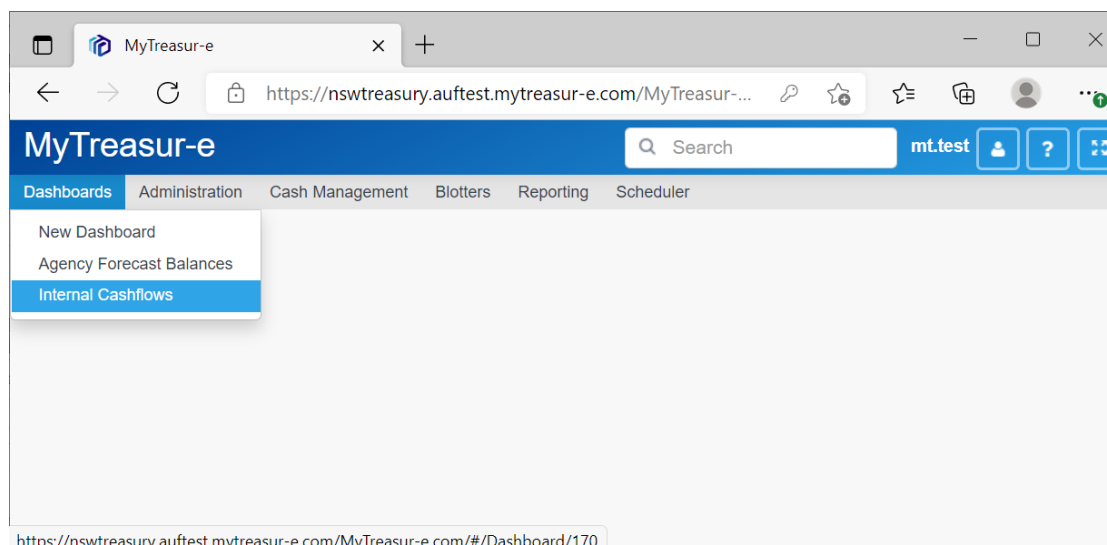


The screenshot shows the 'MyTreasur-e' interface with the 'Dashboard Options' panel open. The panel includes a 'Default Dashboard' toggle (checked), a 'Public Dashboard' toggle (unchecked), a 'Dashboard Name' field, and a 'Components' dropdown menu. The 'Components' menu is open, showing 'Cashflow - Internal Cash Flows' selected. At the bottom of the panel, the 'Save' button is highlighted with a red box and a circled '1', and the 'Close' button is highlighted with a red box and a circled '2'.

Cashflow Type Name	Cashflow Scenario Name	Value Date
Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-01-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	28-02-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-03-20

### Step 4: Deleting an existing dashboard

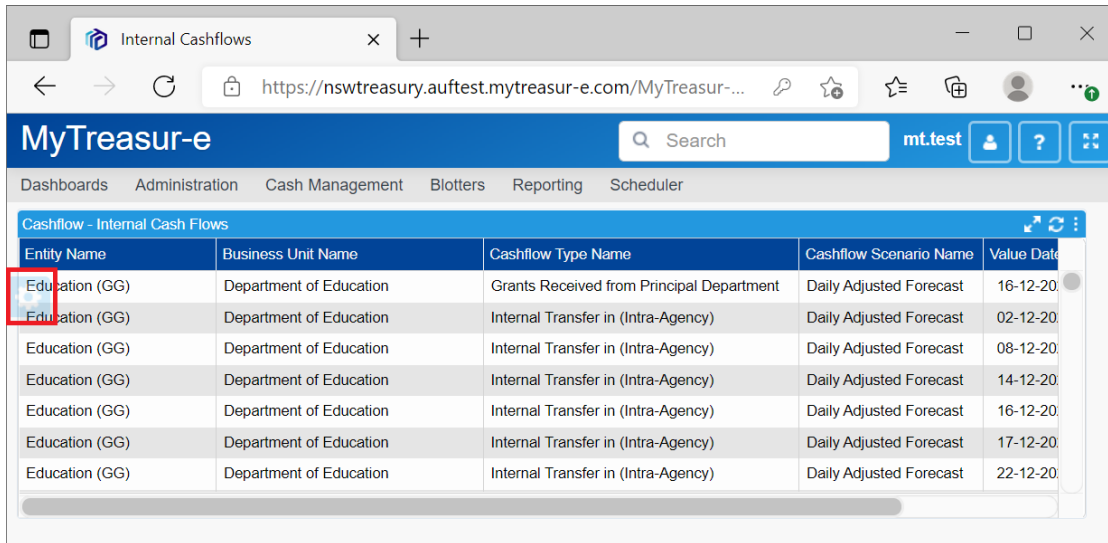
- a) To delete a dashboard, first select the dashboard by clicking on the name from the **Dashboard** menu dropdown.



The screenshot shows the 'MyTreasur-e' interface with the 'Dashboards' menu dropdown open. The dropdown menu is open, showing 'New Dashboard', 'Agency Forecast Balances', and 'Internal Cashflows' (highlighted in blue). The URL in the address bar is <https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-e.com/#/Dashboard/170>.

## Cash Forecasting Solution

- b) Once the dashboard has loaded on the screen, you will notice a see-through **Settings cog** on the left-hand side of the screen. Click on the cog to bring up the Dashboard Options panel.



Internal Cashflows

https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-...

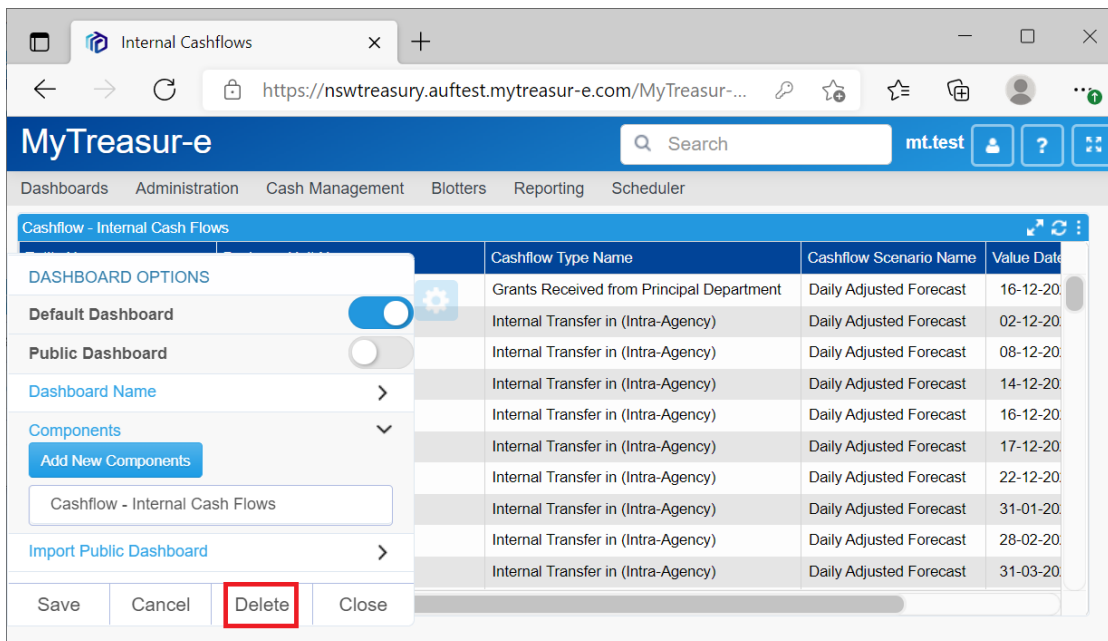
MyTreasur-e Search mt.test

Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow - Internal Cash Flows

Entity Name	Business Unit Name	Cashflow Type Name	Cashflow Scenario Name	Value Date
Education (GG)	Department of Education	Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Education (GG)	Department of Education	Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20

- c) At the bottom of the Dashboard Options panel, click on **Delete**.



Internal Cashflows

https://nswtreasury.aufest.mytreasur-e.com/MyTreasur-...

MyTreasur-e Search mt.test

Dashboards Administration Cash Management Blotters Reporting Scheduler

Cashflow - Internal Cash Flows

DASHBOARD OPTIONS

Default Dashboard

Public Dashboard

Dashboard Name >

Components

Add New Components

Cashflow - Internal Cash Flows

Import Public Dashboard >

Save Cancel **Delete** Close

Cashflow Type Name	Cashflow Scenario Name	Value Date
Grants Received from Principal Department	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	02-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	08-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	14-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	16-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	17-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	22-12-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-01-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	28-02-20
Internal Transfer in (Intra-Agency)	Daily Adjusted Forecast	31-03-20

- d) Click **Yes** on the **'Are you sure you want to delete the current dashboard?'** warning, and your dashboard will be deleted.